

**CA-PMM****Project Name:** Parole LEADS Modernization (PLM)**OCIO Project #:** 5225-103**Department:** CA Dept of Corrections & Rehabilitation**Reporting Period:** From: To:**Team Member to Project  
Manager****Current Task Summary**

Task or Deliverable	Scheduled Completion Date	Actual Completion Date	Issues?
<b>Accomplished this week</b>			
<b>Planned/Scheduled Completion in Next Two Weeks</b>			
<b>Status Summary</b>	<b>Yes/No</b>	<b>Explanation</b>	
Will all assigned tasks be accomplished by their due date?			
Are there any planned tasks that won't be completed?			
Are there problems which affect your ability to accomplish assigned tasks?			
Do you plan to take time off that is not currently scheduled?			

**Status of Assigned Issues**

Issue Number	Description	Due Date	Status
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## Team Member to Project Manager


**CA-PMM****Project Name:** Parole LEADS Modernization (PLM)**OCIO Project #:** 5225-103**Department:** CA Dept of Corrections & Rehabilitation**Reporting Period:** From: 6/1/09 To: 6/30/09**Project Manager to Sponsor****Current Status Report**

Questions	Yes/No	Cause	Impact	Action Required
1. Were recent milestones completed on schedule?	Yes	n/a	n/a	n/a
2. Were any key milestones or deliverables rescheduled?	No	n/a	n/a	n/a
3. Was work done that was not planned?	Yes	See #9	See #9	See #9
4. Were there any changes to scope?	No	n/a	n/a	n/a
5. Were tasks added that were not originally estimated?	No	n/a	n/a	n/a
6. Were any tasks or milestones removed?	No	n/a	n/a	n/a
7. Were any scheduled tasks not started?	No	n/a	n/a	n/a
8. Are there any new major issues?	No	n/a	n/a	n/a
9. Are there any staffing problems?	Yes	1 vacancy of State project staff	Increased workload on existing project staff	Recruitment/Hiring process in progress

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## Project Manager to Sponsor

### Look Ahead View

Questions	Yes/No	Impact	Action Required
1. Will upcoming critical path milestones or deliverables be delayed?	No	n/a	n/a
2. Do any key milestones or deliverables need to be rescheduled?	No	n/a	n/a
3. Is there any unplanned work that needs to be done?	No	n/a	n/a
4. Are there any expected or recommended changes to scope?	Yes	Possible change to implementation strategy	Analysis of vendor contract & implementation approach to determine feasibility
5. Are there any tasks not originally estimated that will need to be added?	No	n/a	n/a
6. Are there any tasks or milestones that should be removed from the plan?	No	n/a	n/a
7. Are there any scheduled tasks whose start will likely be delayed?	No	n/a	n/a
8. Are any major new issues foreseeable?	No	n/a	n/a
9. Are any staffing problems anticipated?	Yes	State project staff turnover increases workload on remaining staff	Project managers have escalated issue to Project Director

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## Project Manager to Sponsor

### Current Status and Accomplishments:

*Describe deliverables completed and milestones met during **this reporting period**.*

Completed Requirements Verification & Validation; Completed procurement of all necessary hardware; Completed development of Operational Scenarios and Use Cases; Approved Requirements Traceability Matrix and Requirements Specification documents; Approved Design Phase DEDs.

### Project Milestones:

*List key milestones and their dates from the project schedule.*

Milestone	Target Date	Forecast Date	Status	Cause & Impact to Implementation Date	Date Completed
Project Planning	6/4/09	6/2/09	Done	n/a	6/2/09
Requirements & Design	9/24/09	9/24/09	On Target	n/a	
Environment Preparation	7/31/09	8/15/09	Delayed	Delayed procurement process, development	

### Variances

Check the appropriate box for each project element listed below. Please describe the actions you plan to take for those items marked "Caution" or "Significant Variance".

	On Plan <5%	Caution 5-10%	Significant Variance >10%	Action Required
Schedule	X			Revised Project Schedule approved in May 2009. New schedule brings implementation date below 5%.
Milestones	X			n/a
Deliverables	X			n/a
Resources		X		Staff vacancies/turnover increases workload on current staff. Hiring/Recruitment process which was under way has been halted due to hiring freeze.
OneTime Cost	X			n/a
Continuing Cost	X			n/a

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## Sponsor to Executive Committee

### Summary Milestones and Highlights

<b>Project Milestones:</b> <i>List key milestones and their dates from the project schedule. Explain in issues section if a milestone's status is behind.</i>					
Milestone	Target Date	Forecast Date	Status	If Delayed, Impact to Implementation Date	Date Completed
Project Planning	6/4/09	6/2/09	Done	n/a	6/2/09
Requirements & Design	9/24/09	9/24/09	On Target	n/a	
Environment Preparation	7/31/09	8/15/09	Delayed	Delayed procurement process, development activities may possibly be delayed if hardware is not received by 7/31/09.	

<b>Variances</b> Check the appropriate box for each project element listed below. Please describe the actions you plan to take for those items marked "Caution" or "Significant Variance". <i>* Priority of schedule, scope, budget, and quality from Final Ranking established in the Priority Analysis</i>				
	On Plan <5%	Caution 5-10%	Significant Variance >10%	Action Required
Schedule	X			Revised Project Schedule approved in May 2009. New schedule brings implementation date below 5%
Milestones	X			n/a
Deliverables	X			n/a
Resources		X		Staff vacancies/turnover increases workload on current staff. Hiring/Recruitment process which was under way has been halted due to hiring freeze.
One Time Cost	X			n/a
Continuing Cost	X			n/a

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## Sponsor to Executive Committee

### Monitoring Vital Signs Scorecard

Vital Sign	Variance	Value	Your Score	Score Justification
1. Customer Buy-In	High Degree of Buy-In	0	0 Green	Outreach to external law enforcement agencies has promoted customer buy-in.
	Medium Degree of Buy-In	1		
	Low Degree of Buy-In	2		
2. Technology Viability	Strong Viability	0	0 Green	Technology is well proven in many industries, primarily a COTS solution.
	Medium Viability	1		
	Weak Viability	2		
3. Status of the Critical Path (delay)	<5%	0	0 Green	To date, scheduled tasks have been met on time.
	5% to 10%	1		
	>10%	2		
4. Cost-to-Date vs. Estimated Cost-to-Date (higher)	<5%	0	0 Green	To date, all costs are within budget.
	5% to 10%	1		
	>10%	2		
5. High-Probability, High-Impact Risks	0 to 3	0	0 Green	Risks continue to be monitored weekly by project staff, and mitigated as soon as possible.
	4 to 6	1		
	>6	2		
6. Unresolved Issues (on time resolution)	On time	0	1 Yellow	Procurement has been delayed for solution hardware and has yet to be finalized. Oracle licensing issue is near resolution.
	Late with no impact	1		
	Late impacting the critical path	2		
7. Sponsorship Commitment	Fully engaged	0	0 Green	Sponsors attend all ESC meetings and are available to mitigate issues as needed.
	Partially engaged	1		
	Inadequate engagement	2		
8. Strategy Alignment	Strong alignment	0	0 Green	Project Managers meet regularly with SOMS to ensure alignment with schedule and technologies.
	Partial alignment	1		
	Weak or no alignment	2		
9. Value-to-Business	Strong	0	0 Green	Proposed solution will be easy to modify in future, which ensures all aspects of application remain current.
	Medium	1		
	Weak	2		

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10. Vendor Viability (provide rationale for the rating in the field following the scorecard)	Strong	0	0	Green	Skillnet Solutions (integration vendor) has proven track record of successful implementation of similar solution. Technical staff has extensive knowledge of proposed solution. Eclipse Solutions (TPM) has proven track record and has extensive knowledge of project management best practices.
	Medium	1			
	Weak	2			
11. Milestone Hit Rate (rate of achievement as planned)	>90% on time	0	0	Green	All scheduled dates/milestones have been met on time.
	80-90% on time	1			
	<80% on time	2			
12. Deliverable Hit Rate (rate of production as planned)	>90% on time	0	0	Green	All scheduled deliverables have been submitted by vendor on time.
	80-90% on time	1			
	<80% on time	2			
13. Actual vs. Planned Resources	>90% assigned and available	0	2	Red	Continued turnover of staff and current hiring freeze has limited the ability to fully staff the project to the appropriate resource levels.
	80-90% assigned and available	1			
	<80% assigned and available	2			
14. Overtime Utilization (% of effort that is overtime)	<15%	0	0	Green	Overtime is not currently authorized.
	15-25%	1			
	>25%	2			
15. Team Effectiveness	Highly Effective	0	0	Green	Project team (state & vendor staff) have a good working relationship which fosters efficiency and good team work.
	Moderately Effective	1			
	Ineffective	2			
<b>Total</b>			<b>3</b>	<b>G</b>	

Green = 0 - 8  
Yellow = 9 - 19  
Red = 20+

### Vendor Viability Rating Rationale

Skillnet Solutions (integration vendor) has proven track record of successful implementation of similar solution. Technical staff has extensive knowledge of proposed solution.

Eclipse Solutions (TPM) has proven track record and has extensive knowledge of project management best practices.